



# Maricopa County

Superintendent of Schools

## ACTIVITY PROCESS OF AN ADE-ADMINISTERED GRANT PROJECT

Sandra E. Dowling, Ed. D.  
301 W. Jefferson St, Ste 660  
Phoenix, AZ 85003  
Phone: 602-506-3866  
Fax: 602-506-3753

1. Application: The application is filed electronically with the appropriate Arizona Department of Education (ADE) program office on the ADE Grants Management Enterprise (ADE GME) Home Page website. The link can be found on the Maricopa County Superintendent of Schools Office (MCSOS) Grant Management (GM) webpage at [http://www.maricopa.gov/schools/fiscal\\_services.asp?goto=gr](http://www.maricopa.gov/schools/fiscal_services.asp?goto=gr). You must apply/renew for a new grant project **every fiscal year**.
2. Enter Budget: Once the application is approved, the ADE will assign the grant project a unique project number and the MCSOS will assign a unique grant fund account number to be used in your financial accounting system. The complete grant project detail can be found in the Project Summary of the ADE GME website. The MCSOS fund account assignments can be found by fiscal year on the MCSOS GM website. **Immediately** enter the budget line items into your financial system and transfer the budget journal entry file to the County Visions General Ledger (GL), if applicable.
3. Cash Management Report and the Return of Quarterly Interest: A cash management report is filed electronically with the ADE for every ADE-administered *federal* grant project between the **first of the month and the eighteenth of the month**. This is also an ideal time to remit the excess interest income (interest in excess of \$100.00) on all of the federal grant projects to the ADE Accounting unit as it is required at least **quarterly**. See the County Carryover JE & Reversion Account Codes link on the MCSOS GM webpage for the proper account codes.
4. Amendment: An amendment may be submitted electronically with the ADE to generally reflect changes in line item allocations, additional funds, and/or carryover monies. The amendments are due at the ADE **no later than ninety days prior to its grant project end date**. The due date for grant project amendment submittals with a project end date of June 30 is **April 2**.
5. County Carryover (CCO) Journal Entry and Budget Update: If the amendment includes local (*county*) carryover monies, then a journal entry in your financial accounting system must be posted **promptly** to bring forward the county carryover monies from the grant holding fund account, 9fund account, into the current year grant fund account. See the County Carryover JE & Reversion Account Codes link on the MCSOS GM webpage for the proper journal entry codes. Also, **immediately** update your budget line items in your financial system. Transfer both the general (CCO) and the budget journal entry files to the County Visions GL, if applicable.
6. Completion Report and Supplemental Narrative Documents: A completion report must be filed electronically with the ADE after the grant project end date. Some grant project completion reports require a completion report supplemental narrative document(s) that also must be submitted to the ADE. The completion reports and their applicable supplemental narrative document(s) are due at the ADE **within ninety days after their grant project end dates**. The grant project completion reports with a project end date of June 30 are due at the ADE by **September 28**. ***Prior to submitting your on-line completion reports with the ADE, your grant fund accounts in your financial system must be reconciled with the MCSOS. For applicable Visions clients, this includes confirmation of the data in the County Visions GL are in sync (agreement) with the data in your Visions system.***
7. Final Completion Report Approval by the ADE: Subsequently after the MCSOS approves your completion reports they are instantaneously forwarded electronically to the ADE program office for final review and approval. Once approved, the ADE program area will electronically notify the Local Educational Agency (LEA) contact person on *file*. For all others, the notification can be found in the "View Approved Completion Reports" section of the ADE GME Completion Reports menu.
8. Final Disposition of Monies: The ADE completion report notifications will include the final disposition of your grant projects' balances (your reported "Cash On Hand", "Interest Earned" and "Other" balances). The disposition of your grant projects' monies are typically amended into the next fiscal years' grant projects and/or returned to the ADE Accounting unit. ***It is imperative that the ADE's directives are immediately followed by the LEA prior to the fiscal year end to avoid a cumulative of outstanding grant fund account balances in your grant 9fund accounts of your financial system.*** -- End --

PLEASE FREQUENTLY VIEW BOTH THE MCSOS GRANT MANAGEMENT AND THE ADE GME HOME PAGE WEBSITES FOR VALUABLE AND CURRENT INFORMATION ON GRANTS.